Refugee Case File Log

Date Completed/Case Closed _____

Date	Case Worker[1]	Service Code[2]	Notes

[1] Enter initials of the Case Worker making the entry.
[2] Agencies may use the Service Code acronyms listed on the Bureau of Migrant, Refugee, and Labor Case File Checklist. The use of these (or similar) Service categories should not only help Case Workers and Managers gain an understanding of services provided and services needed, but they also help capture the information necessary to complete Quarterly Program Reports.

Attachment #2: ORS Refugee Case File Log